

# BRING YOUR OWN DEVICE (BYOD) POLICY

Last update Nov 2016

## Vision

Our vision is to engage and upskill learners using technology so that they are able to research, collaborate, create, communicate and use information for a range of purposes within and beyond the classroom.

## Aims

- To develop student's proficiency in the use of a range of ICT equipment to enhance their learning experiences
- To educate students about the safe use of technology
- To facilitate and support students in their use of technology to further their learning
- To provide professional learning opportunities and support for staff in ICT to meet student needs
- To work in partnership with parents, supporting them in the use of technology in their child's learning

## Scope

- St Mary's Catholic Primary School Darwin
- St Mary's Community of Learners Darwin
- St Mary's Outside School Care Darwin

## Definitions/Purpose

St Mary's Catholic Primary School acknowledges the rich learning experiences that occur with the use of technology. The promotion and advancement of technology is closely aligned with our school vision for excellence in learning and teaching. With the implementation of Bring Your Own Device (BYOD), St Mary's Catholic Primary School seeks to empower students and give them direct involvement in using technology in their learning. BYOD provides teachers with opportunities to integrate technology into all areas of the curriculum, to engage learners with ICT and to enhance learning experiences in and beyond the classroom.

## IMPLEMENTATION

### (A) Students and Parents/Carers

The minimum device specifications for St Mary's Catholic Primary school are in line with the Department of Education Specifications (see attached) and are outline as follows:

- A personal device of student's own choosing and ownership which meets the Device Specification
- The personal device will be solely the students to use throughout the school day, no other students will be given access to this device
- Students and Parents are responsible for ensuring the device brought to school meets all the requirements of the Device Specification. A device which does not meet the Specification will not be permitted access to St Mary's School networks and services
- Students requiring the use of an alternate device, for medical or therapeutic reasons, which does not meet the Device Specification must apply for and be granted exemptions from the Principal. The application should state the reason for the request for exemption
- Prior to bringing a personal device for the first time, students and their parents must read and sign the BYOD Student Agreement which sets out the responsibilities and expectations for use of the personal device at St Mary's Catholic Primary School
- Students must use their device in accordance with the school's Cybersafety Policy, the Student Computer

- ICT Agreement and BYOD licencing requirements
- Students must follow teacher directions as to the appropriate use of devices in class
  - Each student is absolutely and solely responsible for the care and conduct of his own personal device whilst:
    - At school or at other school activities
    - Travelling to and from school or to and from other school activities
  - Students must connect their device to the designated wireless data network supplied by St Mary's Catholic Primary School using their own, individual user account credentials only. Students must not connect to any other network, wired, wireless or cellular. Students must not bridge the St Mary's Catholic Primary School designated network to any other network
  - It is recommended that parents arrange insurance against any loss, breakage or theft for their child's ICT device

### **(B) Teachers**

Teachers will encourage and facilitate the use of students' devices in their classes where they deem appropriate. Use of students' own devices in class is, however, at the sole discretion of the teacher. Teachers will follow behaviour consequence procedures in the case of any student using their device inappropriately. Parents will be kept informed.

1 strike: One-day exclusion from BYOD program  
2 strikes: One-week exclusion from BYOD program  
3 strikes: One-month exclusion from BYOD program  
Any further issues will require intervention from the Principal

Teachers are responsible for ensuring that student devices meet the minimum device specifications.

### **(C) Parents**

- Parents are responsible for ensuring their child's device is insured and that it meets the minimum device specifications
- Parents are expected to support St Mary's school in ensuring that their child abides by the acceptable use policy and associated BYOD Agreements
- Parents will ensure that their child's device has Mandatory Virus protection and that all devices are up to date with critical patches and OS security updates
- Attend one of the scheduled Cybersafety sessions as part of their child's BYOD licence requirements. This is a mandatory requirement, prior to participation

### **(D) St Mary's Catholic Primary School**

St Mary's Catholic Primary School will:

- Maintain a BYOD Equity Policy to ensure all students, no matter their family's financial means, have access to technology hardware at school to support learning
- Provide a BYOD Student Agreement to list the responsibilities and expectations of each student and their families participating in the BYOD program
- Ensure a copy of the BYOD Student Agreement is signed by each student and their parents prior to allowing the student's device to be brought to School
- Ensure students demonstrate sound knowledge and understanding in relation to device care, management, use and Cybersafety prior to being issued with BYOD Licences

- Publish a Device Specification that describes the requirements for devices brought to school pursuant to the BYOD program. This Device Specification may include requirements for device specifications that go to:
  - Size or form factor
  - Network connectivity
  - Operating system and standard software
  - Input method
  - Security measures
  - Battery runtime
  - Other device feature or software requirements determined by the school
- Provide a wireless network with filtered Internet connection to which students may connect their BYOD device
- Provide support to assist students with establishing network connectivity with the BYOD program device
- Accept no responsibility for loss or damage to, or for maintenance or repair required on a student's own device through any act or omission resulting from the negligence or otherwise of the School, a member of the School staff or of another student
- Should a student's device fail to meet a requirement of the Device Specification, the school will not facilitate the student's access to any network or school services. The school may direct a student to cease bringing a device to school which does not meet all the requirements of the Device Specification

#### **(E) Non-school Applications and Files**

- Apps, including music, movies and games will be allowed for academic and recreational reasons only, provided copyright obligations are met. Personal music files may be stored on the iPad providing they are appropriate for an educational setting
- Downloading music, games and videos from the internet during school hours is prohibited except when directed by a staff member. Applications that facilitate downloading music, games and software enable copyright to be easily breached and should not be installed. Students are permitted to listen to digital music and/or participate in games on their iPad while at the college where given express permission by a teacher for an educational purpose
- It is the student's responsibility to ensure that there is enough hard drive space and memory available to engage in all educational requirements
- Apps that are unsuitable for school and therefore should not be accessed. Apps include, but are not limited to, Kik, Facetime, and Facebook. School employees will delegate whether an app is deemed inappropriate for school use

#### **(F) Backup**

- Students will be responsible for their own backup of critical data at all times.
- Students will be able to backup critical education-related data to the school Google Drive

#### **Supporting Documents and Processes**

- I. Student ICT Usage Agreement
- II. Behaviour Consequence Ladder
- III. BYOD Student Agreement
- IV. Device Specifications

### Evaluation

This policy will be reviewed as part of the school's three-year review cycle or as required.

This policy will be published on the St Mary's Catholic Primary School website.

### Review/Ratification

| Year of review | SIRF Committee Responsible | Ratified By / Date (Month/Year) |
|----------------|----------------------------|---------------------------------|
| Oct 2016       | School Board               | School Board – Nov 2016         |
| 2019           | Teaching and Learning      |                                 |

**Next Review:** 2019

### BYOD POLICY AND USER AGREEMENT

We have read, understood and agree to comply with the terms and conditions contained within the St Mary's Catholic Primary School BYOD Policy and User Agreement, BYOD Student Agreement and Information Communication Technology Policy and we agree to comply with any changes to these policies which will be published on the school website.

We accept that failure to comply with the St Mary's Catholic Primary School BYOD Policy and User Agreement, BYOD Student Agreement and Information Communication Technology Policy could result in disciplinary action including, but not limited to exclusion from the BYOD program.

Student Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/20

Student Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/20

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/20

Parent Guardian Name: \_\_\_\_\_

This Policy and User Agreement must be signed and returned to the school before the BYOD Licence is issued.